



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY, TRADE
AND ECONOMIC DEVELOPMENT

128 – 10th Avenue SW • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

September 7, 2004

TO: School District Business Managers
FROM: Steve Salmi, CTED Bond Users Clearinghouse
SUBJECT: ANNUAL OUTSTANDING DEBT SURVEY

As many of you know, state statute requires local governments to submit annual information about their outstanding debt to the Department of Community, Trade and Economic Development (CTED). This data is presented in *The Local GO Report: An Analysis of Outstanding General Obligation Debt*, which will be available this fall.

This year you can choose from one of three ways to fill out the survey. Pick the method that is most convenient for you:

- We've partnered with the Washington State Public Works Board to create a web-based form that allows you to type your survey answers directly into our database. Just go to http://www.pwb.wa.gov/buc_selection.htm and follow the directions.
- You can also type your answers into an electronic Microsoft Word version of the survey and e-mail it back to us. You can download a copy of the survey from our web site.
- Or, if you prefer, you may fill out the enclosed hard copy of the survey and send it back to us through the regular mail.

Regardless of which option you choose, we hope that the revised survey format allows you to complete it in less than 15 minutes. You can pull almost all of the requested data from the annual report that school districts submit to the Superintendent of Public Instruction (SPI) or, in the case of other local jurisdictions, to the State Auditor's Office (SAO).

If your jurisdiction had no outstanding debt as of December 31, 2003, please complete Question 1 and return. **Completed forms should be mailed, faxed or e-mailed no later than Friday, October 8 to:**

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CTED Bond Users Clearinghouse
P. O. Box 42525
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We would be happy to send you either the electronic or print edition of *The Local GO Report* if you request it on the survey form. You can also get on the free e-distribution list for the *Public Debt Monthly Update*, which tracks bond and other debt issues by local and state government.

The Local GO Report will be distributed more widely this year. If you are feeling any doubts about how to fill out the form, don't be shy about asking questions. You can contact me at the above e-mail address or by calling 360/725-3021.

Attachments